TechPort lets you extract information directly from technology Programs and Projects to create reports. This report capability enables you to generate a "quick report" from the Home Page or create a report from your search results. Once a report is created, you can view a chart or graph online or you can export a more detailed report to a PDF file. The exported report contains the displayed chart or graph, a summary of the selected technology Programs or Projects, the chart or graph data in tabular format, and the search parameter selections that were used to compile the report.

How to create a report from the Home Page

Go to the bottom of the Home Page and in the Instant Reports section, click on "Run this Report" for a report of interest.
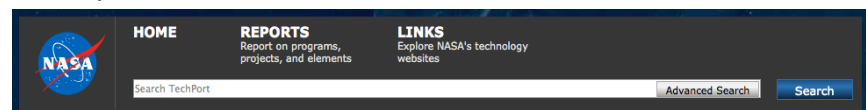
How to create a report from a Search

To create a report from technology Programs or Projects that you have searched for, follow these four steps:
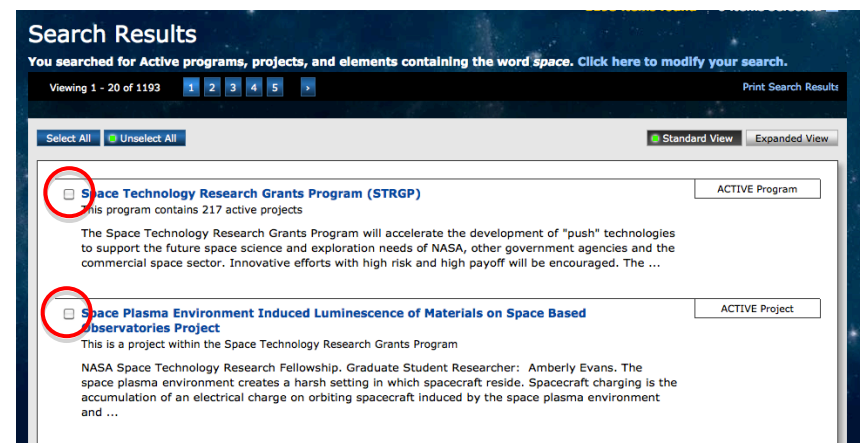
1. To create reports in TechPort you must first search for technology Programs or Projects using TechPort's simple or advanced search capabilities in the upper navigation bar.

2. Once you have completed your search you must select items from your search results for reporting. Click on the boxes along the left of Programs and Projects you wish to select for reporting.

Example of the Instant Reports section at the bottom of the Home Page

Step 1: Type key words into the white Search bar or use Advanced Search to search for technology Programs or Projects of interest

Step 2: Select items to be used in a report by clicking on the white box beside the technology Program or Project name
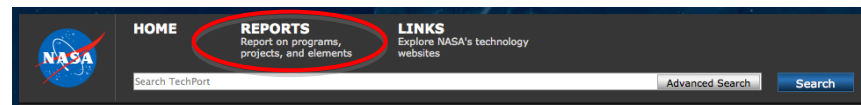
3. Once you have selected your items, click on the Reports link in the upper navigation bar.

Step 3: Click on the Reports link to be taken to the Reports Page

4. Finally, on the Reports Page, you can choose a topic and preferred format for the report by clicking on the blue text in the "Choose a Report" section. Topics for reports include:

    - States with work
    - Lead and supporting NASA Centers and Facilities
    - Responsible Mission Directorates and Offices
    - Programs
    - Technology areas
    - Technology maturity
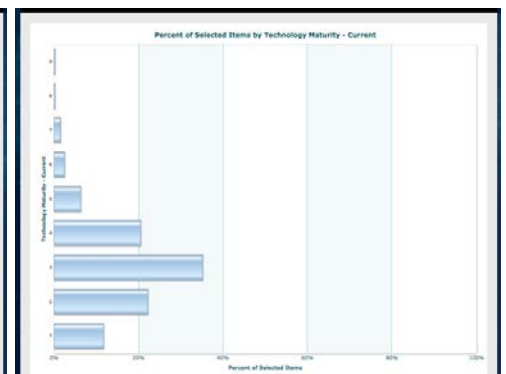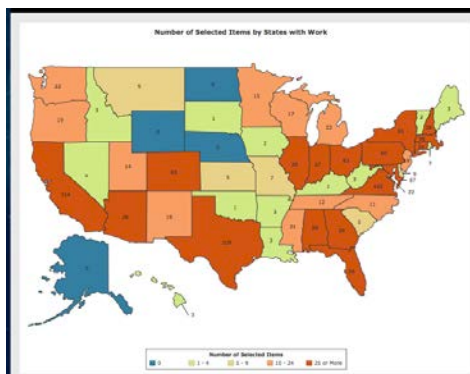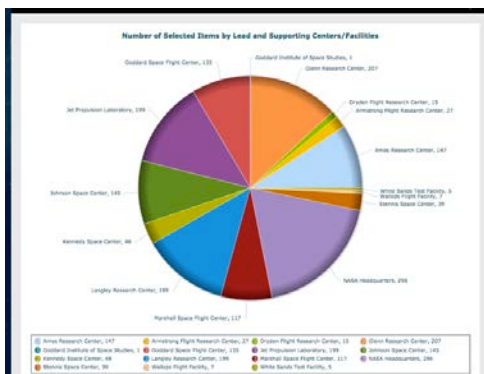   - General information

Within each of these areas you can then select the way you would like to see the report including maps, pie charts, bar charts, and column charts. You can also download data sheets for any of the Programs or Projects you have selected from the reports page.

Step 4: Using the Reports Page, select the topic and format of the report you are interested in by clicking on the blue text in the "Choose a Report" section

You have the option of displaying reports as pie charts, maps, bar charts, and column charts (not shown).